



Project Director, Teacher Incentive Fund (TIF)

Salary: Commensurate with experience
Tour of Duty: 12 Month Position
Location: Education Achievement Authority of Michigan
Reports To: Associate Chancellor
To Apply: Click [here](#)

Our students need your expertise, passion and leadership.

We are looking for highly motivated and skilled talent to join our team at the Education Achievement Authority of Michigan (EAA). We seek an individual who is passionate about transforming the lowest performing schools in Michigan and making a significant difference in the lives of students, parents, principals, teachers, and central office employees.

Currently, the EAA runs fifteen schools of which twelve are direct-run and three are operated by a charter. Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not just a school system. We believe that all children are capable of high academic achievement. We continuously seek methods of improvement while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Position Overview

The TIF Project Director is responsible for effectively monitoring and meeting the Teacher Incentive Fund (TIF) grant requirements, communicating progress toward organizational/grant goals, and maintaining a high level of funder satisfaction. The TIF Project Director will be responsible for working closely with internal stakeholders and contributors to ensure cross-departmental and network collaboration and appropriate and effective support of school implementation.

Additionally, the Project Director is responsible for appropriate forecasting and tracking, planning and executing a comprehensive educator engagement strategy and ensuring information-gathering efforts are seamless, as to not distract from classroom teaching and school management. This position requires strong interpersonal and communication skills, to engage with teachers and school leaders to inform refinement and adjustments to the strategies and initiatives that comprise the TIF project.

Ultimately, the TIF Project Director manages the grant functions that recognize, support and reward excellent teaching, a key aspect of the EAA's talent management strategy.

Essential Duties and Responsibilities

Implementation and Strategy

- Designs the district strategy for monitoring TIF project components at the central office, network and school level



- Serves as a liaison to all stakeholders engaged in the grant process, specifically supporting Network teams and school leaders in ensuring they are gathering, tracking, interpreting and analyzing the appropriate data and using it to inform shifts in strategy and identifying necessary interventions
- Manages educator engagement opportunities to inform refinement of TIF project components
- Communicates and collaborates regularly with federal grant managers, ensuring they are informed of EAA strategy, successes, challenges and solutions
- Supports the Talent Management and Network teams in execution and design of talent initiatives that ensure the grant objectives are met.

Grant Tracking

- Writes, edits and coordinates timely submission of grant updates, specifically the TIF grant, as well as other related grants and state and federal policy implementation that impact Talent Management efforts
- Manages grant reporting processes, documentation, timelines, and information-gathering efforts working closely with internal staff
- Forecasts upcoming requirements, opportunities and deadlines
- Monitors program performance data and identify supports and solutions for challenges
- Ensures compliance with state and federal policies
- Provides general project management, writing, editing and other communications support as necessary

Qualifications

- Bachelor's degree (*required*)
- Familiarity with education issues, research and policy and/or grants management related to education (preferred)
- Strong goal-orientation and focus on results – thrives in achievement-oriented and fast-paced environment, comfortable with ambiguity and uncertainty
- Outstanding critical thinking skills, including the ability to analyze data, identify trends, pinpoint problems and root causes, and develop innovative solutions
- Excellent execution and project management skills, including ability to balance the big picture with detailed steps
- Exceptional writing ability and attention to detail
- The ability to learn quickly, adhere to tight deadlines, work in a fast paced environment and multi-task effectively
- Appetite for identifying opportunities for improvement in process and technique; comfort with sharing constructive feedback
- Ability to create and manage budgets, and organize and prioritize projects accordingly
- Ability to design and enact evaluation/ monitoring procedures
- Strong interpersonal skills and the ability to build effective working relationships and work collaboratively with diverse stakeholders at all levels, including but not limited to teachers, school leaders, central office staff, students, families, communities, and/or advocacy groups



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